



Maryland Department of Budget & Management

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*Office of the Secretary
Division of Policy Analysis*

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**Amendment #1 to
Request for Proposals (RFP)
Maryland Technical Architecture Framework (MTAF)
Project No. F10R4200135**

Ladies/Gentlemen:

This Amendment is being issued to add or change certain information contained in the above named RFP. All information contained herein is binding on all offerors who respond to this RFP. Specific parts of the RFP have been amended and the RFP additions and changes are detailed below:

1. Change Section 1.1, third paragraph to read, "Through this solicitation, OIT will select a contractor to develop a technical architecture framework and technical reference model (TRM) to facilitate the orderly, structured classification of technology resources, standards, and best practices within the State using an automated software toolset. This will include a high-level assessment of the State's use of technology to meet business needs, development of guiding principles, templates, and a baseline technical reference model, implementation of an architecture toolset, development of a roadmap for completing the technical architecture, establishment of selected technical standards, development of a target technical architecture transition plan, and educational presentations on enterprise architecture concepts to agency IT leaders. The primary objective of this solicitation is to create a technical blueprint and standards that will enable interoperability and efficiency across platforms and services for State agencies at the infrastructure level, to create a fresh awareness of enterprise architecture concepts, and also to set the stage for future development of the technical architecture." The replacement paragraph above more accurately describes the State's overall procurement objective.
2. Add a new Attachment J (attached to this Amendment), Procurement Officer's Checklist. The checklist will be used by the Procurement Officer during his initial review of proposals received in response to the RFP and should be used by Offerors to ensure proposals have all required elements.

Date Issued: March 17, 2004

By <signed>
Norman H. Grinnell
Procurement Officer

ATTACHMENT J—Procurement Officer's Checklist

RFP	Requirement	Y/N	Remarks
4.1	Did the Offeror submit separate and complete financial proposals?		
4.2/ 4.3	Was Vol I sealed separately from Vol II but submitted simultaneously?		
4.2	Were there an unbound original and five copies of the Vol I-Technical Proposal?		
4.2	Was an electronic version submitted in MS Word format for Vol I enclosed in the original copy of the Tech Proposal?		
4.2	Was the electronic media labeled with the RFP title/number, Offeror name and Vol I?		
4.3	Were separate volumes labeled Vol I—Technical Proposal and Vol II—Financial Proposal, in sealed packages bearing RFP title & number, name/address of Offeror, LATA number and closing date/time on outside of the packages?		
4.4.1	Was there a letter, which transmitted the technical proposal, acknowledged the receipt of addenda, and was the letter signed by an individual authorized to commit the Offeror to the services and requirements of the RFP?		
4.4.3	Did the technical proposal begin with a title page bearing the name and address of the Offeror and the name and number of the RFP followed by a table of contents for the tech proposal?		
4.4.4	Is there a separate executive summary, which condenses and highlights the contents of the technical proposal?		
4.4.4	Does the executive summary identify any exceptions the Offeror has taken to the requirements of the RFP, the contract (Atch. A) or any other attachments? (Warning—Exceptions may result in proposal being rejected)		
4.4.4	Does the executive summary include a brief summary as to why each of the references and personnel identified satisfies minimum qualifications?		
4.4.5 to 4.4.12	Did the Offeror submit materials for experience and capabilities; org chart; references, personnel, tech response showing how work will be done, software toolset solution, work plan, financial/insurance documentation, economic benefit factors and subcontractors (if applicable).		
4.4.13	Did the Offeror provide a completed Bid/Proposal Affidavit (Atch B—with original of technical proposal only) and MBE Affidavit (Atch D-1)? Were all the blocks filled in and were the Affidavits signed?		